

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

#### Project Information:

Lead Agency:	Nevada County Department of Public Works- Transit Services Division
Project Name:	Gold Country Stage Fare Incentive Project II
Project Type: Operational Project <i>See Attachment A</i>	A5: Free or reduced-fare transit vouchers
Description of Project (Short):	The Gold Country Stage Fare Incentive Project (GCS-FIP) II will provide incentive opportunities for the community to use our local public transit as an alternate mode of transportation to using their cars. We offer "free fare days" that connect to popular local community events and activities to increase incentive to use public transit on the specified days, increase ridership/boardings, and hopefully translate increased usage on regular fare days. The abovementioned purposes support the LCTOP objective of reducing greenhouse gas emissions and improving mobility.
Project Location:	Western Nevada County, CA
Project Start Date (anticipated):	1-Dec-16
Project End Date (anticipated):	30-Jun-19

#### Funding Information:

Funding Year:	FY2015-16
Requested Amount of PUC 99313:	\$79,410
Requested Amount of PUC 99314:	\$3,812
Total LCTOP Funding:	\$83,222
Total Project Cost:	\$83,222

#### Project Benefits:

##### Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	20.03 (MTCO <sub>2</sub> e)/ 0.0002 (metric)
Project Life:	The projected timeline December 2016-June 2019
Estimated Total GHG Reduction:	20.03 (MTCO <sub>2</sub> e)/ 0.0002 (metric)

##### Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	NO
Does the Project Benefit a DAC?	NO
Identify the DAC Census Tracts?	
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	
Qualitative Description of DAC Benefit?	
Describe the DAC Need Project Addresses?	
Total GGRF \$ Allocated to DAC	

##### Co-benefit

Critical Air Pollution Reduction:	20.03 (MTCO <sub>2</sub> e)/ 0.0002 (metric)
VMT Reduction:	15,256.88
Ridership Increase	Up to 10%
Fuel Uses Reduction:	N/A
Energy Use Reduction:	N/A

## PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity:	
Project Lead: Department of Public Works- Transit Services Division	County: Nevada
Project Title: Gold Country Stage Fare Incentive Project II	

### Project Lead:

I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

Name: Steve Castleberry

Signature: 

Title: Director of Public Works

Agency: Nevada County Department of Public Works- Transit Services Division

Date: January 12, 2016

Amount: \$3,812 (PUC Section 99314)

### Contributing Sponsor(s):

\*If this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.

Name: Dan Landon

Signature: 

Title: Executive Director

Agency: Nevada County Transportation Commission

Date: January 12, 2016

Amount: \$79,410 (PUC Section 99313)

## Low Carbon Transit Operations Program (LCTOP)

## PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

LCTOP Allocation

15/16

16/17

17/18

<b>Request Amount per PUC 99313:</b>	\$79,410	\$0	\$0
<b>Request Amount per PUC 99314:</b>	\$3,812	\$0	\$0
<b>Total Project Allocation Request:</b>	\$83,222	\$0	\$0
<b>Project Title:</b>	Gold Country Stage Fare Incentive Project II		
<b>Project Location/Address:</b>	950 Maidu Avenue, Nevada City, CA (mailing)		

**Table 1: Project Lead Information**

		Legislative District Numbers	
Agency Name:	Nevada County Department of Public Works- Transit Services Division	Assembly:	4th District
Contact Person:	Susan Healy-Harman	Senate:	3rd District
Contact Phone #:	530-477-01013 x1003	Congressional:	4th District
Email Address:	<a href="mailto:susan.healy-harman@co.nevada.ca.us">susan.healy-harman@co.nevada.ca.us</a>	Amount:	PUC Funds Type:
Address:	950 Maidu Avenue	\$	\$3,812
	Nevada City, CA 95949	\$	99313

**Table 2: Contributing Sponsor Information**

Name:	Nevada County Transportation Commission	Amount :	PUC Fund Type:
Contact:	Dan Landon	\$ 79,410	99314
Contact Phone #:	530-265-3202	\$	
Email Address:	<a href="mailto:danlandon@nccn.net">danlandon@nccn.net</a>		
Address:	101 Providence Mine Rd. Nevada City, CA 95959		
<b>Other Contributing Sponsors: (Attach sheet with contact information)</b>		Amount:	PUC Fund Type:
	N/A		
<b>TOTAL \$83,222</b>			

(\*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

**PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)**

**Table 3: Type of Project**

**See Attachment A for category of project** (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes).

Operations Projects				Capital Projects			
	A1		Ai		B1		Bi
	A2		Aii		B2		Bii
	A3		Aiii		B3		Bii
	A4		Aiv		B4		
X	A5						

**Table 4: Project Summary**

**a) Project Description** - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

The Gold Country Stage Fare Incentive Project (GCS-FIP) II is an A5 Free or reduced-fare transit vouchers Project that will both enhance and improve access to our small urban/rural public transit fixed route system. By offering free fare incentive days throughout the year and connecting them with popular community events and activities we connect with participants who usually drive their cars to these local affairs. Ongoing public outreach will publicize the GCS-FIP II free fare days as a "DUMP THE PUMP, USE THE BUS" alternative to using cars and encourage folks to use Gold Country Stage (GCS) public transit to travel locally. This translates to increased ridership by folks who traditionally use their cars to attend local events and increases the probability they may use the bus for everyday activities. Focused information will be included in the outreach on the benefits of using public transit versus cars and highlight how this reduces car emissions, relieves traffic congestion, saves on fuel and parking costs and provides easy local access to community activities, not only on fare incentive days, but every day. There are a multitude of community events in our area such as seasonal street fairs in Grass Valley and Nevada City, special community activities, the Nevada County Fair, various year round events at the fairgrounds, holiday activities and other occurrences that attract local participants and visitors. The GCS-FIP II project 1) supports expanded bus service by providing opportunities for public transit access and an alternate mobility choice; 2) enhances transit service mobility opportunities throughout the community that raises awareness of benefits associated with using public transit and 3) contributes to reducing greenhouse gas emissions by attracting riders who would normally use their cars to travel to local events. The 2015-16 LCTOP funding allocation of \$83,222 in will cover a multitude of free fare incentive days through the projected project schedule timeline period. We plan on being as cost efficient as possible with the available funding and will offer up to 30 free fare days throughout a fiscal year for a total of up to 90 free fare over the projected project schedule timeline. It is anticipated that the project will be an effective component to our overall operational effort to increase ridership/boardings up to 10% on the fare incentive days. The project is consistent with our recently updated "Nevada County Coordinated Public Transit-Human Services Transportation Plan"; relevant sections of this Plan are included with this application. GCS-FIP II public outreach will be ongoing and appropriate to the various community events and activities targeted.

**b) Project Location** - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information,

<http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>. The project transit service level includes western Nevada County with regional service to Auburn, CA. The project map is included with this application; disadvantaged (DAC) census tracts are not applicable.

**c) Project Life** - For capital projects, state the Useful Life of the Project. For operations project state the number of months service will operate.

Capital: N/A

Operations: The projected life is 30 months (December 2016-June 2019)

## Low Carbon Transit Operations Program (LCTOP) PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

**Table 5: Description of Major Benefits/Outcomes**

**a) Greenhouse Gas Reduction** - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. The GCS-FIP II incentive fare program will enhance and improve access to our small urban/rural public transit fixed route system by offering a local travel mobility option that connects to community events and activities and attracting participants who usually drive their cars to local events. It offers an alternative mobility option to using a car that translates to increased ridership/boardings on public transit thereby reducing VMT and greenhouse gas emissions.

**Greenhouse Gas Emission Reduction Calculation Supporting Documentation:**

D = Days of operation per year

R = Average Daily Ridership Increase

A = Adjustment factor to account for transit dependency

L = Length (miles) of average auto trip reduced

AA = Adjustment factor to account for auto trips used to access transit services

LL = Length (miles) of average trip

Documentation of Factors Utilized

- For the days of operation (D), 260 days of service were utilized.
- For the average daily ridership increase (R), it was assumed that it would increase by 5% above the FY 2014/15 annual ridership of (162,744) in the first year of implementation, and then up to 10% above the annual ridership in the final year.
- For the adjustment factor to account for transit dependency (A), the default factor of 0.5 for local bus service was utilized.
- Per discussion with Erik Reitz/Caltrans, the length (miles) of average auto trip reduced (L) was determined by dividing the annual vehicle revenue miles (437,793) by the annual passenger boardings (162,744) equating to 2.7 miles of average auto trip reduced. This similar to how the National Transit Database calculates this factor.
- For the adjustment factor to account for auto trips used to access transit service, the default factor of 0.1 for local bus service was utilized
- For the length (miles) of average trip for auto access to transit, the default factor of 2 miles for local bus service was utilized.

**1) Results:(Net GHG Benefits)/ GHG Emissions(MTCO2e): 20.03/ Description: (Total GHG Emission Reduction)**

**2) Results:(LCTOP Funds Requested 2015/16 (\$)/GHG Emissions(MTCO2e):\$83,222/Description: (Funds requested per State Controller's Office Eligible List for FY2015/16)**

**3) Results: (Total LCTOP Funds Requested (\$)/ GHG Emissions(MTCO2e): \$83,222/ Description: (Includes all LCTOP allocations the applicant intends to utilize including FY2015/16)**

**4) Results: (Total GGRF Funds Requested (\$)/ GHG Emissions (MTCO2e): \$83,000/ Description: (Total LCTOP funds requested and any other GGRF Program monies)**

**5) Results: (Total GHG Emission Reductions/Total GGRF Funds Requested) GCH Emissions (MTCO2e): 0.0001/ Description: (The metric to be reported in the application)**

The GCS-FIP II will provide an incentive based mobility option that connects with high profile community events and activities that attract participants who usually drive their cars to these local events and encourages folks to use public transit as an alternative to travel to these local activities. Offering a mobility alternative and encouraging folks to use Gold Country Stage (GCS) to travel to community events will hopefully translate to increased ridership on regular fare days by those who traditionally use their cars. The GCS-FIP II includes collaboration with organizations throughout the community (i.e. social service agencies, schools, assisted living facilities, persons with disabilities groups, senior center and sponsors of the various community events and activities we are targeting as travel destinations.) to assist in outreach efforts to attract and recruit folks to use the GCS-FIP II program and to help share information on the benefits of the program as they relate to using public transportation.

**c) Disadvantaged Communities (DAC) Project Criteria N/A**

**See Attachment B** for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents with a physical address in a disadvantaged community (e.g., vouchers, reduced fares, transit passes).

**Low Carbon Transportation Projects**

	1A		2A
	1B		2B
	1C		2C
	1D		

**Transit Projects**

	1A		1G		2E
	1B		1H		2F
	1C		2A		2G
	1D		2B		2H


1E  
1F


2C  
2D

--

2I

**d) Disadvantaged Communities (DAC) (if applicable\*)** - Describe how this project will directly benefit the DAC(s) within your service area in your own words. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

N/A

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

**Table 5: Description of Major Benefits/Outcomes**

**e) Co-Benefits** - Check all additional Benefits/Outcomes.

<input type="checkbox"/>	Improved Safety	<input type="checkbox"/>	Coordination with Educational Institutions
X	Improved Public Health	<input type="checkbox"/>	College/University
<input type="checkbox"/>	Reduced Operating/Maintenance Cost	<input type="checkbox"/>	Grades K-12
<input type="checkbox"/>	Increase System Reliability	X	Promotes Active Transportation (walking, biking)
<input type="checkbox"/>	Other Benefits (describe below)	<input type="checkbox"/>	Promotes integration with other modes of transportation

**f) Co-Benefits** - Describe benefits indicated above in d) and any other benefits not listed.

The GCS-FIP II project will contribute to 'Improved Public Health' by providing community residents an alternate public transit mobility option and attracting riders who would normally use their cars to travel to local event activities. By not using a car, emissions are reduced, air quality is improved and public health is impacted in a positive manner. The GCS-FIP II project also 'Promotes Active Transportation'; all Gold Country Stage buses are equipped with bike racks that encourage bike riders to use both their bicycles and the public transit bus to travel to local events and activities, thereby increasing the capacity to travel to areas that may not always be bike accessible i.e. long travel distances, rough topography, busy streets. Walking is another 'Active Transportation' benefit related to riding the public transit bus as folks who utilize public transit must walk to and from bus stops as they travel to their various destinations.

**Table 6: Project Schedule**

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	
End Vehicle/Equipment Order (Contract Acceptance)	
Begin Closeout Phase	
End Closeout Phase	
Operations Projects	
Begin expanded/enhanced transit services	1-Dec-16
End expanded/enhanced transit services	30-Jun-19
Begin Closeout Phase	1-Jul-19
End Closeout Phase	31-Dec-19

**START DATE FOR LCTOP FUNDED PHASES MAY NOT PROCEED PROJECT APPROVAL LETTER.**

***Pre-construction costs (e.g design, environmental and right-a-way) are not eligible to be funded by LCTOP funds, they must be funded by other sources.***

## **Low Carbon Transit Operations Program (LCTOP)**

### **PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)**

#### **Table 7: Operations Project Description**

a) Describe the operating plan for this system.

The GCS-FIP II will operate within the current Gold Country Stage operating days and hours on the identified fare incentive days; Monday-Friday 6:00am-8:00pm & Saturday 7:30am-5:00pm. Five (5) of the days will cover our annual Nevada County Fair shuttle buses that will run Wednesday-Sunday 9:00am-10:30pm during the Fair in August with other days connected to community events and activities throughout the year. Public outreach and marketing activities will educate and alert the community about the GCS-FIP II program and how to access the bus on operational days/hours to identified destinations. This will include integrating outreach directly with the various community events associated with the project and identifying trip planning information to assist folks in travelling on the most convenient bus route. Passengers will be able to travel on local routes system wide with no fare charges during the fare incentive day(s). Each one-way boarding will constitute a \$1.50 cash fare and boardings will be tracked. We project up to 616 boardings per free fare incentive day and plan on offering up to 90 free fare days through the projected project schedule timeline that equates up to 30 days throughout a fiscal year. We will add or subtract days to reconcile with actual boardings provided and the available funding as the project progresses.

b) Describe the fare structure for this system.

The GCS-FIP II is an incentive fare program that will offer multiple free fare incentive days throughout the year on local routes system wide. The cash fare structure on our fixed route is \$1.50 one way. The projected fares that will be covered by the LCTOP funding include up to 90 free fare incentive days through the projected project schedule timeline (December 2016-June 2019) that equates to \$83,222 in LCTOP funding or up to 30 days throughout a fiscal year that equates to \$27,240 per fiscal year in LCTOP funding. We will add or subtract days to reconcile with actual boardings provided and the available funding as the project progresses.

c) Describe the assumptions and process that were used to develop the ridership projections shown in the request.

The ridership projection of 616 per day boardings is based on our current FY2015-16 (July-November) average of 600 ridership boardings per day, adding a conservative estimate for a 3% increase (sixteen (16) boardings on free fare incentive days), which equates to the 616 ridership boarding number.

d) Describe the assumptions and process for how the operating cost projections were developed.

The operating cost projection of \$1.50 per one-way cash fare was used for fare incentive days on local routes system wide, based on a 616 ridership boardings per day. Total fare re-imbursement costs are projected at 55,440 boardings through the projected project schedule timeline  $\times \$1.50/\text{boarding} = \$83,160$ . This equates to 30 days throughout a single fiscal year with 18,480 boardings per fiscal year  $\times \$1.50/\text{boarding} = \$27,720$  per fiscal year. We will add or subtract days to reconcile with actual boardings provided and the available funding as the project progresses.



**California Air Resources Board (ARB)**  
**Greenhouse Gas Emission Reduction Calculator for the**  
**California Department of Transportation (Caltrans)**  
**Low Carbon Transit Operations Program (LCTOP)**  
**Greenhouse Gas Reduction Fund**  
**Fiscal Year 2015-16**

The California Air Resources Board (ARB) is responsible for providing the quantification methodology to estimate greenhouse gas (GHG) emission reductions from projects receiving monies from the Greenhouse Gas Reduction Fund (GGRF).

This GHG emission reduction calculator accompanies the quantification methodology for the fiscal year (FY) 2015-16 GGRF Low Carbon Transit and Operations Program (LCTOP) available at: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/finallctopqm.pdf>

Applicants must use this calculator to estimate the GHG reductions associated with the LCTOP projects. Refer to the **quantification methodology document for background, step by step detailed instructions and examples**. To use this calculator, follow these steps:

- Step 1** Identify the LCTOP proposed project type(s): The applicant must select at least one eligible project type from Tables 1 or 2 and may select additional project types from Tables 3 or 4.
- Step 2** Determine the inputs needed: The applicant will use Tables 5 and 6 to determine the required project details needed for input into this calculator tool for the applicable project type selected in Step 1.
- Step 3** Estimate GHG emission reductions: The applicant will enter the project details identified in Step 2 into this calculator tool to calculate the GHG emission reductions of the proposed project.

**Read Me Tab (this page):**

Enter the Project Name, Project ID and the contact information for person who can answer project specific questions from staff reviewers on the quantification calculations. The Project ID is assigned by Caltrans. This file will be submitted with other documentation requirements. Please use the following file naming convention: "[Project ID]\_[Project Name]" not to exceed 20 characters. For example, if the application ID is "1-1C\_001," the project name is "Transit BRT," and the file is the input file, the file name may be "1-1C\_001Transit BRT." Project names may be abbreviated.

Gold Country Stage Fare Incentive Project II	
<b>Project Name:</b>	
<b>Project ID:</b>	
<b>Contact Name:</b>	Susan Healy-Harman
<b>Contact Phone Number:</b>	530-477-01013 x1003
<b>Contact Email:</b>	susan.healy-harman@co.nevada.ca.us
<b>Date Completed:</b>	12/28/2015

**Inputs Tab:**

Headers in red indicate input needed by the project applicant. For each row, applicants must work from left to right and enter all relevant data. Some cells may not be applicable to the project. These cells will turn black and be locked based on inputs. Applicants should use as many rows as necessary to characterize all relevant features of the proposed project. Definitions are provided in the definitions tab, including how to determine Year 1, Year F, and adjustment factors. Inputs must be substantiated in the documentation provided to ARB; see Section C. Documentation of the quantification methodology.

Submit documentation: Save file for submittal. See Section C. Documentation of the quantification methodology for additional documentation requirements.

For more information on ARB's efforts to support implementation of GGRF investments, see: [www.arb.ca.gov/auctionproceeds](http://www.arb.ca.gov/auctionproceeds)  
 Questions on this document should be forwarded to [GGRFProgram@arb.ca.gov](mailto:GGRFProgram@arb.ca.gov)  
 Questions on the LCTOP program should be forwarded to [LCTOPComments@dot.ca.gov](mailto:LCTOPComments@dot.ca.gov)









California Environmental Protection Agency  
**Air Resources Board**

**California Air Resources Board (ARB)  
 Greenhouse Gas Emission Reduction Calculator for the  
 California Department of Transportation (Caltrans)  
 Low Carbon Transit Operations Program (LCTOP)  
 Greenhouse Gas Reduction Fund  
 Fiscal Year 2015-16**


<b>Project Name:</b>	<b>Gold Country Stage Fare Incentive Project II</b>
<b>Project ID:</b>	<b>0</b>

*Inputs in RED must be filled out*

<i>Results</i>	<b>GHG Emissions (MTCO<sub>2</sub>e)</b>	<b>Description</b>
<b>Net GHG Benefits</b>	20.03	<b>Total GHG Emission Reductions (MTCO<sub>2</sub>e)</b>
<b>LCTOP Funds Requested (\$)</b>	83,222.00	<b>Funds requested per State Controller's Office Eligible list for FY 2015-16</b>
<b>Total LCTOP Funds Requested (\$)</b>	83,222.00	<b>Includes all LCTOP allocations the applicant intends to utilize (up to three FY allocations including FY 2015-16) for the proposed project. Use the State Controller's Office Eligible list for FY 2015-16 allocation funding amounts to estimate the subsequent funding allocations.</b>
<b>Total GGRF Funds Requested (\$)</b>	83,222.00	<b>Includes the Total LCTOP fund requested and any other GGRF Program monies</b>
<b>Total GHG Emission Reductions /Total GGRF Funds Requested (\$)</b>	0.0002	<b>The metric to be reported in the application.</b>

## Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds.

Person preparing this form (please type or print) <b>Healy-Harman</b>	Susan	Phone: <b>530-477-0103 x1003</b>	Date: <b>January 12, 2016</b>
Approval Authority: Sign and date  		Typed name and phone number: <b>Steve Castleberry</b>  <b>530-265-1718</b>	

Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost									Project
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	FY	Total
PA&ED		0	0	0	0	0	0	0	0
PS&E		0	0	0	0	0	0	0	0
R/W		0	0	0	0	0	0	0	0
CON		0	0	0	0	0	0	0	0
Veh/Equip Purchase		0	0	0	0	0	0	0	0
Operations/Other		0	83,222	0	0	0	0	0	83,222
<b>TOTAL</b>		0	83,222	0	0	0	0	0	83,222

Low Carbon Transit Operations Program (LCTOP)									Total
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	FY	
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other			83,222						83,222
<b>TOTAL</b>	0	83,222	0	0	0	0	0	0	83,222

Funding Source:									Total
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	FY	
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other									0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0

Funding Source:									Total
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	FY	
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other									0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0

Funding Source:									Total
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	FY	
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other									0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0

**Low Carbon Transit Operations Program (LCTOP)**  
**AUTHORIZED AGENT**

AS THE Chief Executive Officer  
(Chief Executive Officer / Director / President / Secretary)

OF THE County of Nevada  
(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Steve Castleberry, Director of Public Works OR  
(Name and Title of Authorized Agent)

Susan Healy-Harman, Transit Services Manager OR  
(Name and Title of Authorized Agent)

Richard A. Haffey Chief Executive Officer  
(Print Name) (Title)

  
(Signature)

Approved this 2/5 day of January, 2016

Attachment: Board Resolution approving Authorized Agent

## Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

**Project Sponsor:** Department of Public Works- Transit Services Division

**Agency Name:** County of Nevada

**Effective Date of this Document:** January 12, 2015

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

### A. General

- (1) The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project lead must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

### B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
- (3) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (4) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (5) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (6) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (7) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
- (8) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (9) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to

verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

- (10) Funds must be encumbered and liquidated within the time allowed.

### **C. Reporting**

- (1) The project lead must submit the following LCTOP reports:
- a. Semi-Annual Progress Reports by May 15<sup>th</sup> and November 15<sup>th</sup> each year.
  - b. A Final Report within six months of project completion.
  - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

### **D. Cost Principles**

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
- a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
  - b. Those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

#### E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

#### F. Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

BY:



Steve Castleberry, Director of Public Works  
Department of Public Works- Transit Services Division  
County of Nevada



# **RESOLUTION No. 16-023**

## **OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA**

### **RESOLUTION APPROVING APPLICATION SUBMITTAL FOR \$83,222 IN FISCAL YEAR 2015/16 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FUNDING AND AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE LCTOP ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the County of Nevada, Department of Public Works, Transit Services Division, is an eligible project sponsor and may receive State funding now and sometime in the future from the Low Carbon Transit Operations Program (LCTOP) that provides operating and capital assistance for transit agency projects to reduce greenhouse gas emissions and improve mobility; and

WHEREAS, the Fiscal Year 2015/16 LCTOP allocation amount available to Nevada County is \$83,222; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible sponsors; and

WHEREAS, the County of Nevada, Department of Public Works, Transit Services Division will submit an application for a LCTOP eligible incentive project that contributes to less greenhouse gas emissions consistent with our most recent publicly adopted plan(s) that programs funds for transit projects; and

WHEREAS, it is necessary for the Board of Supervisors to approve the Application for Fiscal Year 2015/16 LCTOP funds in the amount of \$83,222 for an incentive fare project to offer enhanced and alternate transportation mobility options on Gold Country Stage; and

WHEREAS, funds shall be deposited into Transit Services Fund 4281-91003-707-1000/442940; and

WHEREAS, the County of Nevada, Department of Public Works, Transit Services Division wishes to delegate authorization to execute these documents and any amendments thereto the Director of Public Works, Steve Castleberry and the Transit Services Manager, Susan Healy-Harman.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Nevada County Board of Supervisors:

1. Approves the Fiscal Year 2015/16 LCTOP application for an incentive fare project to offer enhanced and alternate transportation mobility options on Gold Country Stage in the amount of \$83,222 and returning to the Board of Supervisors upon approval of the grant for acceptance with the Department of Public Works-Transit Services Division the Lead Sponsor and the Nevada County Transportation Commission a Contributing Sponsor.
2. Directs the County of Nevada, Department of Public Works, Transit Services Division, to comply with all conditions and requirements set forth in the Certifications and Assurances document and all applicable statutes, regulations and guidelines for all LCTOP funded transit projects.
3. Authorizes the Chair of the Board of Supervisors to appoint Steve Castleberry, Director of Public Works, and Susan Healy-Harman, Transit Services Manager to be authorized to execute the application(s) and all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation on behalf of the County of Nevada.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 12th day of January, 2016, by the following vote of said Board:

Ayes: Supervisors Nathan H. Beason, Edward Scofield, Dan Miller, Hank Weston and Richard Anderson.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: Julie Patterson Hunter

Dan Miller  
Dan Miller, Chair

1/12/2016 cc: DPW\*  
Transit\*  
AC\*

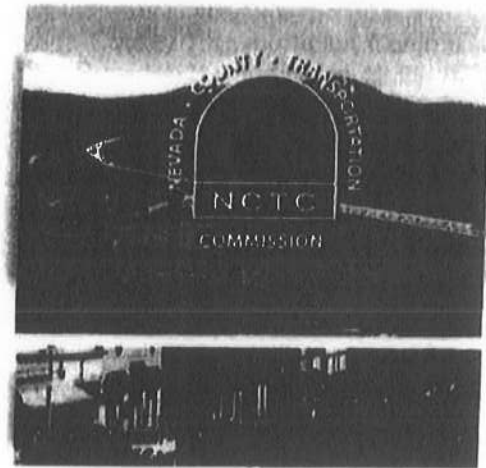
**The foregoing instrument is a correct copy of the original on file in this office.**

Res 16-023

**ATTEST:** January 22, 2016  
**Julie Patterson Hunter, Clerk of the Board**  
**County of Nevada**

**BY:** BPir

# NEVADA COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICES PLAN UPDATE



*Final Report*

*Prepared for the*

**Nevada County Transportation Commission**

*Prepared by*



**LSC Transportation Consultants, Inc.**

REVISED 12/17/2014

## **NEVADA COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICES UPDATE**

---

### ***Final Report***

### ***Prepared for the***

**Nevada County Transportation Commission  
101 Providence Mine Road, Suite 102  
Nevada City, California 95959  
530 • 265-3202**

### ***Prepared by***

**LSC Transportation Consultants, Inc.  
2690 Lake Forest Road  
Post Office Box 5875  
Tahoe City, California 96146  
530 • 583-4053**

**December 17, 2014**

### ***Acknowledgement:***

**The preparation of this report has been financed, in part, through a grant from the U.S. Department of Transportation, Federal Transit Administration, under the authority of the 49 USC Chapter 83 Section 5304 State Planning and Research Grant, Transit Planning for Rural Communities.**

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### **Appendix A-Surveys**

### **Appendix B- Provider Inventory**

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warranted). This should also include ongoing efforts to improve existing bus stops and facilities, and could involve bicycle parking, new shelters, adequate lighting, trash receptacles, and other amenities.

#### ***Increase Marketing and Education to Encourage Ridership On Fixed Route Transit Services***

Finding a balance between demand response and fixed route services can be a challenge. Many times, demand response services can be used by persons that are able to use other transit components, an issue that can fill up important reservation spots and possibly lead to denials. Often, this can occur for simple reasons, such as the rider not being aware of the fixed route system. To help increase ridership on fixed route transit, especially from senior and disabled persons, Gold Country Stage / LIFT and Truckee Transit should increase marketing efforts. This could include advertisements at social service agencies, senior centers and other activity centers, as well as newspaper and radio advertisements. The Truckee Transit system recently increased their marketing at the senior apartment complex and improved transit access at the stop, resulting in greater ridership from the residents. Additionally, travel training programs are key to transitioning passengers from demand response to fixed route. The Transit Services Division in Western Nevada County is planning to use FTA 5310 funding to provide a travel training program, with the intent of educating passengers on how to use the fixed route and not to rely on the demand response services.

Other key marketing activities that should be ongoing include continued updates regarding service changes, posting of schedules at bus stops, and improved maps clearly depicting the ADA Corridor and transit routes.

Overall, funding for increased marketing efforts will vary depending on the extent of the program. Standard advertising, such as flyers at key transit generators, keeps costs at a minimum, however more intensive campaigns can run between \$5,000 and \$10,000. In Western County, the Transit Services Division (Gold Country Stage / Gold Country LIFT) has applied for FTA grant funds to develop a travel training program, with the goal of increasing coordination between transit services and with social service agencies, as well as increasing ridership from the community. The Transit Services Division has estimated that this will cost roughly \$45,000 to \$50,000, and will utilize FTA 5310 funds for the program.

#### ***Planned Coordinated Projects to Meet Transportation Needs***

There are a number of projects or service expansions already planned by the transit agencies that will meet existing transportation needs and enhance coordination. It is worth noting these separately, even though they may have been included in the above strategy discussion, as they are important elements in a coordinated network. A number of these projects are planned to be funded through FTA 5310 grants, some of which are already in the grant application process.

##### **Western Nevada County / Gold Country Stage / Gold Country LIFT**

- Bus shuttle service to defined outlying paratransit service areas. Service ideally would travel within designated time lines to areas in the current defined outlying paratransit service areas, and would travel during peak usage times. The focus would be to connect residents to the fixed route and to specific destinations.

- General public Dial-A-Ride service, where feasible, in the fixed route and paratransit service areas.
- Service expansion of fixed route and paratransit services, as resources allow.
- Fare subsidy programs through available grant funding.
- Travel training program through available grant funding.
- Bus stop improvements (accessibility, safety, security, functional).
- Transit technology procurements and upgrades, such as on-board and bus stop security cameras, electronic fares system, bus stop/shelter securing equipment and maintenance, and safety devices.
- Transit facility improvements.
- Fixed route and paratransit vehicle replacement.

### **CAPITAL REPLACEMENT PROGRAM STRATEGIES**

In addition to coordinated strategies, agencies should make sure that their paratransit vehicles are replaced on a regular, ongoing schedule according to established standards. Following a replacement schedule safeguards against potential unforeseen vehicle-related issues that could interrupt service and reduce mobility for seniors and disabled passengers. The ongoing replacement of paratransit vehicles is critical to ensure that the Town of Truckee, Nevada County, and various non-profit agencies in Nevada County have safe and reliable vehicles to ensure the continued provision of paratransit service. It is important to note that the Capital Replacement Programs may change, and therefore the most recent Capital Replacement Program adopted by the agency should take precedence at time of application if unforeseen circumstances occur and necessary changes are made. The following highlights the replacement strategies for each applicable agency in Nevada County within the next 5 years:

- **Gold Country LIFT:** The vast majority of LIFT's fleet is new (vehicles with 2013 model years) and low mileage; as such, few are in need of replacement during the 5-year Plan period. Based on the age and mileage of the fleet, and consistent with the recommended limits for paratransit vehicles, Gold Country LIFT should replace three vehicles by the end of FY 2017-18. Recently, the Transit Services Division was approved to develop and implement a paratransit procurement plan whereby currently leased vehicles will be purchased in a phased manner over the five-year contract, ultimately replacing them through FTA 5310 funding when their useful life has been reached. Additionally, Nevada County will be applying for FTA 5310 funding for an expansion paratransit vehicle in the upcoming cycle. This vehicle will be used for shuttle service to outlying areas (as discussed earlier in the strategies section).

**Gold Country Telecare:** Telecare has secured funding from the most recent FTA 5310 cycle to replace two vehicles in FY 2015-16. Another two vehicles are planned for replacement in FY 2017-18.

- **Truckee Dial-A-Rider:** The Town of Truckee has planned to replace two vehicles in FY 2015-16, and the remaining one paratransit vehicle in FY 2016-17.

**RESOLUTION 15-01  
OF THE  
NEVADA COUNTY TRANSPORTATION COMMISSION**

**ACCEPTANCE OF THE 2014 NEVADA COUNTY COORDINATED PUBLIC TRANSIT-  
HUMAN SERVICES PLAN UPDATE AS COMPLETE**

**WHEREAS**, the Nevada County Transportation Commission (NCTC) received a Caltrans planning grant to update the *Nevada County Coordinated Public Transit-Human Services Plan* and contracted with LSC Transportation Consultants, Inc. to complete the update; and

**WHEREAS**, Coordinated Public Transit-Human Services Plans are required to be updated every five years; and

**WHEREAS**, the 2014 *Nevada County Coordinated Public Transit-Human Services Plan Update* will replace the previous coordination plan completed in 2008; and

**WHEREAS**, the public outreach efforts conducted for the update solicited input from representatives of public and non-profit human services agencies, public and non-profit transportation agencies, and users of the public transportation system in both eastern and western Nevada County; and

**WHEREAS**, the completion of this planning effort will ensure that Nevada County, Town of Truckee, and applicable non-profit agencies are eligible to apply for Federal Transit Administration (FTA) 5310 grant funding for projects identified in the plan; and

**WHEREAS**, quarterly reports on the implementation of the strategies included in the plan will be provided to NCTC; and

**WHEREAS**, the Draft Plan was presented to the NCTC on November 19, 2014 and comments were incorporated into the final report.

**NOW THEREFORE BE IT RESOLVED**, that the NCTC accepts the 2014 *Nevada County Coordinated Public Transit-Human Services Plan Update* as complete per the terms of the contract between NCTC and LSC Transportation Consultants, Inc.

**PASSED AND ADOPTED** by the Nevada County Transportation Commission on January 21, 2015 by the following vote:

**Ayes:** Commissioners Andersen, Beason, Dee, Fouyer, Guerra, Jostes, Scofield

**Noes:** None

**Absent:** None

**Abstain:** None

  
\_\_\_\_\_  
Lawrence A. Jostes, Chairman  
Nevada County Transportation Commission

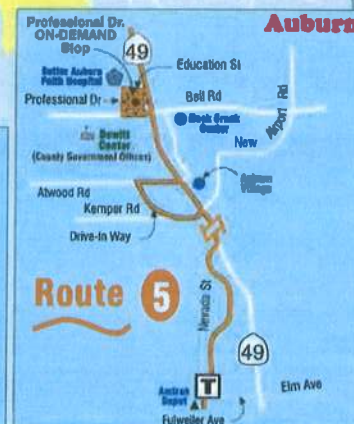
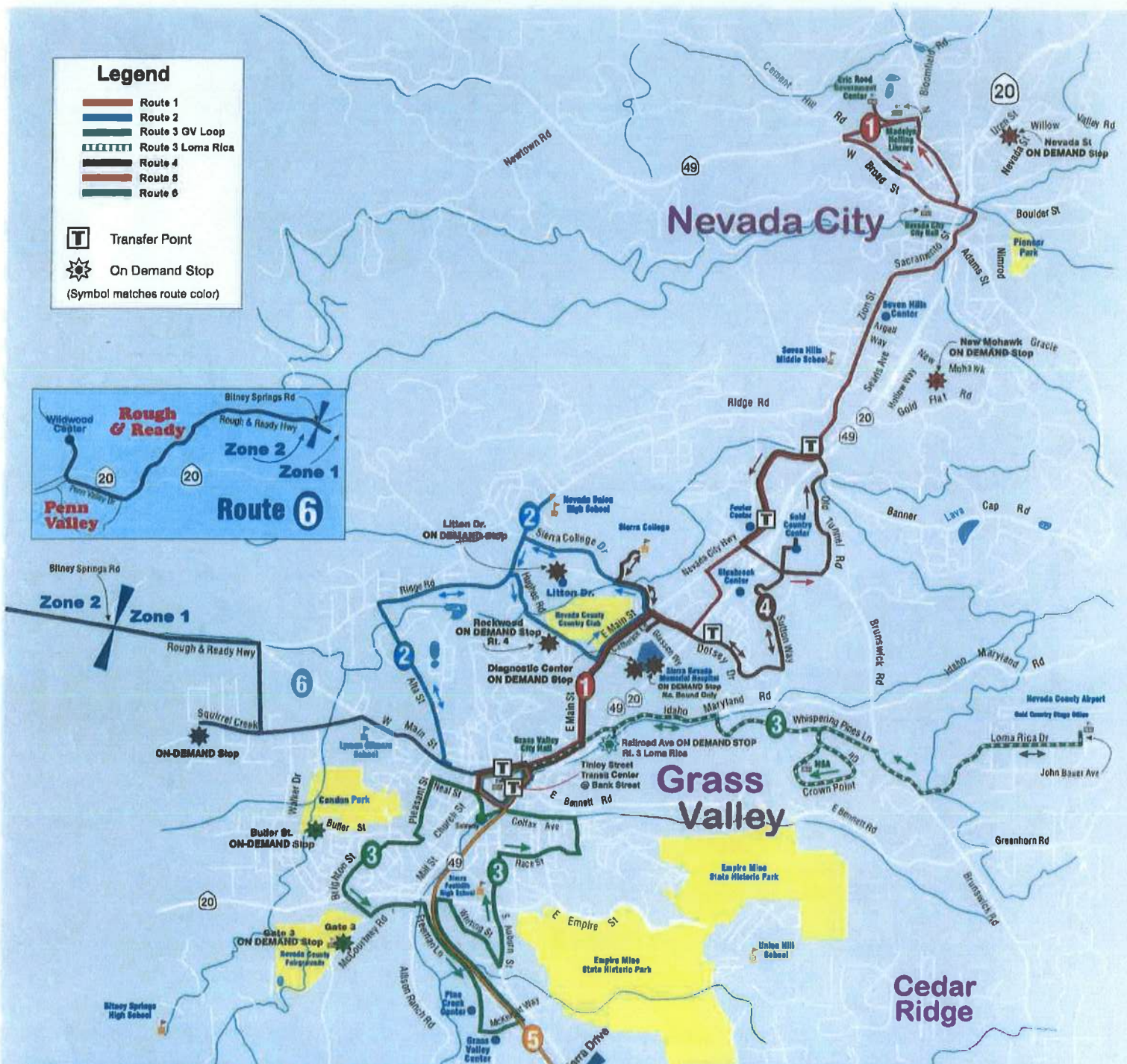
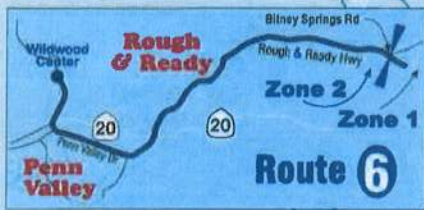
Attest:

  
\_\_\_\_\_  
Nancy D. Holman  
Administrative Services Officer

# Legend

- Route 1
- Route 2
- Route 3 GV Loop
- Route 3 Loma Rica
- Route 4
- Route 5
- Route 6

- T Transfer Point
- ★ On Demand Stop  
(Symbol matches route color)



7-22	10-15	10-16	10-17	10-18	10-19	10-20	10-21	10-22	10-23	10-24	10-25	10-26	10-27	10-28	10-29	10-30	10-31	11-1	11-2	11-3	11-4	11-5	11-6	11-7	11-8	11-9	11-10	11-11	11-12	11-13	11-14	11-15	11-16	11-17	11-18	11-19	11-20	11-21	11-22	11-23	11-24	11-25	11-26	11-27	11-28	11-29	11-30	12-1	12-2	12-3	12-4	12-5	12-6	12-7	12-8	12-9	12-10	12-11	12-12	12-13	12-14	12-15	12-16	12-17	12-18	12-19	12-20	12-21	12-22	12-23	12-24	12-25	12-26	12-27	12-28	12-29	12-30	12-31
7-22	10-15	10-16	10-17	10-18	10-19	10-20	10-21	10-22	10-23	10-24	10-25	10-26	10-27	10-28	10-29	10-30	10-31	11-1	11-2	11-3	11-4	11-5	11-6	11-7	11-8	11-9	11-10	11-11	11-12	11-13	11-14	11-15	11-16	11-17	11-18	11-19	11-20	11-21	11-22	11-23	11-24	11-25	11-26	11-27	11-28	11-29	11-30	12-1	12-2	12-3	12-4	12-5	12-6	12-7	12-8	12-9	12-10	12-11	12-12	12-13	12-14	12-15	12-16	12-17	12-18	12-19	12-20	12-21	12-22	12-23	12-24	12-25	12-26	12-27	12-28	12-29	12-30	12-31